



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 6/8/16	<u>Interviewer:</u> Laura Langley	RFA #16 – 18
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> Student		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> Hiring in [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student X
 Concern Regarding: Male ☐ Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student X

Category: *(Please check at least one)*

- | | | | | |
|--|--|---|--|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input checked="" type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sex/Gender | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

Time Line		
Date	Item	Comments
6/7/16	[REDACTED] came to EO Office and spoke with Lynae	He has a concern regarding hiring for a student position in the [REDACTED].
6/7/16	Lynae called [REDACTED]	Scheduled meeting for [REDACTED] and LKL for 6/8/16 at 10:00.
6/8/16	LKL intake meeting with [REDACTED]	<p>[REDACTED] applied for summer employment as a [REDACTED] [REDACTED]. He has worked at a [REDACTED] in Seattle since he was 16, has lots of experience in the type of position he applied for, and is trained in cash handling by the City of Seattle.</p> <p>[REDACTED] was interviewed for the position on Saturday, June 4. The hiring committee was composed of four students who interviewed him. It was a group interview, with two other job candidates being interviewed at the same time. On Monday, June 6 [REDACTED] received a phone call from [REDACTED] (sp?), one of the four students who interviewed him. In the phone call, [REDACTED] said that [REDACTED] didn't get the summer job, was the fifth most qualified applicant, and would be considered for employment in the Fall.</p>

		<p>That same day, after speaking with [REDACTED] went to the [REDACTED] and spoke with [REDACTED], Associate Director of [REDACTED] in the [REDACTED]. [REDACTED] seemed to think positively of [REDACTED] relevant past work experience, and said that [REDACTED] did have a job in the [REDACTED] in the Fall. [REDACTED] did not know previously that he had secured Fall employment. [REDACTED] said he had not seen the resumes of the four students who were offered summer employment.</p> <p>[REDACTED] wants to be clear that he does not think anyone acted maliciously and does not want to cause trouble or initiate a formal process. But he is concerned that students who interviewed him may have made assumptions about his qualifications and ability to do the desk attendant job. [REDACTED] uses a wheelchair and wonders if the student interview committee's unconscious biases regarding disability negatively impacted their decision about his employment, particularly since the job was in the [REDACTED] where a high premium is placed on physical ability. He also thinks the student interviewers may not have been aware of his rights under the ADA and state law.</p> <p>[REDACTED] would like EOO to call [REDACTED] and request that [REDACTED] or another staff person in the [REDACTED] review his application materials and those of the four students who were hired to assess whether they are in fact more qualified than [REDACTED]. It is important to express [REDACTED] right not to be retaliated against for coming to EOO and raising the concern, especially given his desire to keep the offer of Fall employment.</p> <p>After EOO speaks with [REDACTED] please circle back with [REDACTED] to let him know what is learned.</p> <p>The possibility of future training for students in the [REDACTED] who are involved in hiring processes was also discussed.</p>
6/10/16	MC calls [REDACTED]	[REDACTED] requests that MC talk to [REDACTED] and see if the applications were reviewed by professional staff. MC says that he will talk to [REDACTED] and follow up with [REDACTED].
6/10/16	MC leaves a voice message for [REDACTED].	
6/13/16	MC talks to [REDACTED].	[REDACTED] says that he reviewed all of the applications and resumes that went through the interviewing process and that decisions were not based on [REDACTED] use of a wheelchair. [REDACTED] provided information about the candidate pool as well and reiterated that he was excited to welcome [REDACTED] to the team. MC told [REDACTED] that he would call [REDACTED] and disclose his conversation with [REDACTED] to [REDACTED].
6/13/16	MC talks to [REDACTED] about his conversation with [REDACTED] and suggests that [REDACTED] have a follow-up conversation with [REDACTED].	[REDACTED] thanks MC and indicates that he has no further concerns at this point